

PTA Constitution

MONTPELIER PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

THE CONSTITUTION

Approved at the Annual General Meeting of 21st October 1993. Modified at the Special General Meeting of 16th March 1994. Modified at the Annual General Meeting of 16th October 2007

1. THE ASSOCIATION

The name of the Association shall be Montpelier Primary School Parent Teacher Association. The Association is a registered charity (number 273132). For the purposes of the Charities Act 1960, the trustees are the officers of the Association and the head teacher of Montpelier Primary School.

2. AIM

The object of the Association is to advance the education of the pupils of the school.

In furtherance of this object the Association may:

Develop more extended relationships between the staff, parents and others associated with the school.

Engage in activities which support the school and advance the education of the pupils attending it.

Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the committee shall from time to time decide.

3. MEMBERSHIP

All parents and guardians of pupils of the school and all members of staff (teaching and non-teaching) shall automatically be members of the Association. Ex-parents and members of the local community who wish to join the Association may apply to do so through the school office. Applications will be considered by the committee and honorary membership may be granted. Honorary members will be required to re-apply annually.

4. NON-AFFILIATION

The Association shall not be affiliated to any political party and shall be non-political and non-sectarian.

5. INSURANCE

The Association shall take out public liability and personal accident insurances to cover its meetings, activities, officers and committee.

6. THE COMMITTEE

The committee shall consist of:

- a. The head teacher
- b. A parent/guardian representative for each class in the school (elected)
- c. The member of staff appointed as community liaison co-ordinator
- d. Two other members of staff, who may vary from meeting to meeting
- e. The officers of the Association who may be elected from the above or from other current parent/guardians of children at the school or current members of staff.

All elected posts shall be filled by election at the AGM or failing that, by co-option at a later date or as vacancies arise. Elected members of the committee shall serve until the following AGM. They shall then be eligible for re-election. A member may hold the same elected position for up to three years.

7. OFFICERS

The officers shall be:

- Chairperson
- Secretary
- Treasurer and Assistant Treasurer
- Publicity officer and Assistant Publicity Officer
- Social coordinator

The chairperson shall:

- Chair all general meetings of the Association
- Chair all committee meetings of the Association
- Liaise with the head teacher
- Report to the committee

The secretary shall:

- Properly convene the Annual General Meeting ('AGM') and other meetings of the Association establish all agendas with the chairperson and issue them in advance of meetings together with notification of forthcoming meetings to relevant parties, including parent governors minute the proceedings of all general and committee meetings and prepare and distribute the minutes accordingly to relevant parties including parent governors

- deal with the correspondence of the Association as directed by the committee maintain in good order the records and archives of the Association and pass them on to a successor when vacating office keep and maintain an up-to-date register of honorary members report to the committee
- The treasurer shall with the assistance of the assistant treasurer:
- keep the necessary books of account and deal with the finances of the Association, as directed by the committee produce annual accounts for approval at the AGM, subject to the level of independent external scrutiny required by charity regulations
- Work closely with the publicity officer
- Have responsibility for all monies collected and maintain appropriate banking accounts in the name of the Association
- Allocate sums raised by the Association as approved by the committee
- Deliver up all monies, cheque and paying-in books, accounts and receipts to a successor when vacating office
- Report to the committee

The social co-ordinator shall:

- Liaise with the organisers of particular events to provide them with the necessary information, e.g. regarding suitable dates and catering to ensure the satisfactory running of events
- Keep a note of food stocks and other equipment belonging to the Association and ensure equipment is kept in good order
- Work closely with the publicity officer
- Report to the committee

The publicity officer shall, with the assistance of the assistant publicity officer:

- Work closely with all other officers to ensure the successful communication of information to the members (including honorary members) on general, social or educational topics
- Compile and produce newsletters, when appropriate
- Arrange advertising for forthcoming events and publicise financial results after events

8. COMMITTEE MEETINGS

Committee meetings shall proceed in accordance with the following:

- Chairperson: The chairperson shall chair all committee meetings. If the chairperson is absent, the head teacher will deputise or an alternative chairperson shall be nominated.
- Quorum: A quorum of the committee shall be ten members, to include at least one member of staff.

- Timing: The chairperson shall ensure that there are at least two full committee meetings per term at a time mutually convenient to members. Additional meetings will be arranged as needed.
- Observers: Any member of the Association may attend committee meetings and is welcome to contribute.
- Financial report: The treasurer will supply a report on the current financial state of the Association at each committee meeting.
- Voting Will: When required, be by committee members only, and decisions will be reached by simple majority.
- Minutes: Will be made available to all members of the Association
- Sub-Committees will be appointed by the committee as and when required to handle the planning and organisation of specific projects, reporting back to the committee when requested. Appointees to these committees may be co-opted from the general membership of the Association. Once the purpose for which the subcommittee was formed has been fulfilled, it will disband.

9. EXTERNAL SCRUTINY

The suitably qualified accountant / firm, not being a member of the committee of the Association, or related to any of the same, shall be appointed annually at the AGM to carry out the requisite scrutiny and prepare an external Examiner's Report on the accounts and books of the Association for the forthcoming year. The type of external Examiner's Report will be that required by the Charity Regulations relevant to each Financial Period of Account.

10. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) shall be held in the autumn term of each year at which:

- a. Reports will be given by:
 - i. The head teacher
 - ii. The treasurer on the signed accounts of the Association (including appropriate report of person or firm carrying out external scrutiny).
 - iii. The chairperson
 - iv. The social co-ordinator

Some of these reports may be given in writing but the reporter should be present to answer questions.

- b. Officers and committee members shall be elected for the forthcoming year.

The AGM shall proceed in accordance with the following:

- Chairperson: Will be the chairperson of the committee
- Notification: The secretary shall give the members at least two weeks' notice of the AGM.
- Agenda: The meeting will follow an agenda established by the chair and the secretary in consultation with other committee members
- Quorum: Will be thirty-five members
- Nominations: All members who are current parent/guardians of children at the school or current members of staff shall be eligible for nomination for election to the committee.
- Voting: All members shall be eligible to vote. Officers and elected committee members shall be elected by majority vote conducted by show of hands or by secret ballot at the discretion of the chairperson.
- Minutes: The secretary shall record the proceedings of the AGM and prepare the minutes for approval at the next AGM.

11. SPECIAL GENERAL MEETINGS

A special general meeting may be called:

- a. By the committee at any time for an expressly stated purpose.
- b. By at least twenty members for an expressly stated purpose which should be brought to the attention of the secretary who will duly notify the committee of the request.
- c. The committee shall call the meeting as expeditiously as possible.
- d. Members will be given at least seven days' notice of a special general meeting.
- e. There shall be a quorum of 35 members.
- f. Members and honorary members shall be eligible to vote.
- g. Motions will be carried by the assent of two thirds of those voting.

12. FINANCE

- a. Authorisation: the head may authorise expenditure from the Association's funds up to a maximum amount per term which will be fixed for the forthcoming year at the first committee meeting following the AGM. Expenditure in excess of this limit will be referred to the committee for approval. The committee shall have power to expend and allot from the funds such monies as may be necessary or desirable to further the aims of the Association.
- b. Signatories: There will be five authorised signatories for the Association, drawn from the officers of the Association. All cheques drawn on the Association's accounts must be signed by any two of the following:
 - i. The chairperson
 - ii. The head teacher

- iii. The treasurer
- iv. The assistant treasurer
- v. The social co-ordinator
- c. Subscriptions: there shall be no membership subscription.

13. ALTERATION TO THE CONSTITUTION

No alteration to this constitution may be made except at the AGM or at a special general meeting called for this purpose. No amendments or alterations shall be made without the prior written approval of the Charity Commission to clauses 2, 3 and 14 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or special general meeting.

Notice of any motion to repeal, alter or add any rule shall be given in writing to the secretary at least one month before the meeting, who shall notify all members of the same at least seven days before such a meeting.

14. DISSOLUTION

The Association may be dissolved by a resolution presented at a special general meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.

These assets shall not be distributed amongst the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure, to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.